

# Appraisals and Awards

CHRA has created an automated tool to assist managers with creating and submitting awards. The automated program is called AutoNOA and can easily be accessed by users who have an established DCPDS account ending with MGR and MGA. Please follow the **3** simple steps below when submitting appraisals and awards (If the award is not “performance” based, then only step 3 needs to be completed).

- 1 )** Submit the employee's most **CURRENT** appraisal through one of the following methods:
  - o Fax to: COM/DSN 309-782/793-3041
  - o Email to: [ROCK-NCCPOC.Appraisal@conus.army.mil](mailto:ROCK-NCCPOC.Appraisal@conus.army.mil)

**Because the employee's SSN is not required on the appraisal,  
emails sent to this email account do not have to be encrypted.  
Please do not include SSNs on the appraisal forms.**

- o Hard copy mail to:  
CHRA NC Region Processing Center  
Attn: TECH-NCR-B (Appraisal Team)  
1 Rock Island Arsenal, Bldg. 102  
Rock Island, IL 61299-5000

- 2 )** **BEFORE** entering the employee's award, ensure the most CURRENT appraisal has been uploaded in the employee's record in DCPDS. To verify the appraisal has been loaded go to: CPOL > Employee Data > Employee Info > Appraisal

- 3 )** Once it has been verified that the appraisal has been uploaded, please go to the AutoNOA website at: <https://nccpoc.ria.army.mil/autonoa/HOME/Default.aspx> and click on “Award Submissions” under the Managers Tab. Follow the instructions provided on the website to complete your online award submission.  
**NOTE:** Award justifications are **not** required to process awards and are **not** filed in the employee Official Personnel File (OPF). Organizations should retain copies of justifications and approvals for record keeping purposes.